

BOARD MEETING DATE: July 12, 2019

AGENDA NO. 19

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting on Friday, June 14, 2019. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Dr. William A. Burke, Chair
Administrative Committee

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Committee Members

Present: Dr. William A. Burke/Chair (videoconference)
Council Member Ben Benoit/Vice Chair
Mayor Judith Mitchell
Council Member Michael Cacciotti

Absent: None

Call to Order

Dr. Burke called the meeting to order at 10:02 a.m.

DISCUSSION ITEMS:

1. **Board Members' Concerns:** None to report.
2. **Chairman's Report of Approved Travel:** As noted on the travel report, Council Member Buscaino gave a presentation at the 2019 Hawaii State Association of Counties Conference in Maui, Hawaii on June 9-12, 2019. Supervisor Rutherford will give a presentation at the CCEEB Summer Issues Seminar in Squaw Valley, CA on July 22-25, 2019. Council Member Benoit and Mayor Mitchell indicated that they will also participate in the CCEEB Summer Issues Seminar in Squaw Valley.

3. **Report of Approved Out-of-Country Travel:** Executive Officer Wayne Nastri reported that Dr. Sarah Rees, Assistant Deputy Executive Officer/Planning, Rule Development and Area Sources, and Dr. Elaine Shen, Program Supervisor, are invited to present at the Beijing International Forum on Clean Air and Climate Actions in Beijing, China and will travel to Taipei, Taiwan to meet with representatives of Yang Ming and Evergreen shipping lines to discuss the cleaner vessel incentive program on July 3-9, 2019.
4. **Review July 12, 2019 Governing Board Agenda:** There were no comments.
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** General Counsel Bay Gilchrist reported that Board Member Vanessa Delgado has decided to change one of her selected Board Consultants to a Board Assistant; therefore she has selected two Board Assistants and one Board Consultant for the current FY 2018-19 and they will go forward into FY 2019-20. In addition, compensation for consideration was included for all other Board Consultants for FY 2019-20.

Moved by Cacciotti; seconded by Benoit, unanimously approved.

Ayes: Benoit, Burke, Cacciotti, Mitchell
Noes: None
Absent: None

6. **Pre-Audit Conference:** Assistant Deputy Executive Officer/Finance Sujata Jain reported that the auditing firm, BCA Watson Rice, LLP will present an outline of the financial statement audit for FY 2018-19, covering responsibilities and the timeline. Mayor Mitchell asked if any of the Board Members will be contacted. Ms. Helen Chu, Assurance Partner at BCA Watson Rice, LLP, responded that they will definitely communicate with the Board, specifically Dr. Burke.
7. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Assistant Deputy Executive Officer/CIO Ron Moskowitz reported that the Android version of the mobile phone application has been successfully launched and users have rated the app 5 out of 5 stars. There were 1,100 new installations of the IOS application over the weekend and the next major enhancements will be launched at the end of the summer. Last week, the website for Rule 1415 –Reduction of Refrigerant Emissions from Stationary Air Conditioning Systems, went live; applicants can file, pay and submit registrations online. Dr. Burke stated that the language converter devices that Mr. Moskowitz installed for him could be an asset for staff, especially when traveling to foreign countries.

ACTION ITEMS:

8. **Issue RFP for Data Cable Infrastructure Installation:** Mr. Moskowitz reported that this is a request to issue an RFP for a data cable infrastructure for areas of the building where data cables are nonexistent or outdated. The RFP evaluation panel will be diverse and technically-qualified, consisting of internal staff and outside members, such as engineering technicians from L.A. Metro and City of Wildomar. Funds for this project are available in the budget.

Moved by Mitchell; seconded by Cacciotti, unanimously approved.

Ayes: Benoit, Burke, Cacciotti, Mitchell
Noes: None
Absent: None

9. **Transfer and Appropriate Funds, Issue Solicitations and Purchase Orders, and Add/Delete Positions for Rule 1180 Implementation and Enhanced Particulate Monitoring Programs:** Assistant Deputy Executive Office/Science & Technology Advancement Dr. Jason Low reported that in June 2018, the Board recognized over \$7 million into a Rule 1180 Special Revenue Fund to establish community air monitoring stations near refineries by January 1, 2020. This action is to transfer and appropriate approximately \$4 million and to solicit and purchase equipment, and to add and delete positions as part of the Rule 1180 program, as well as to enhance federal particulate monitoring programs. The sole source vendor for the purchase of the HF/H2S analyzers has been changed to Barnett Technical Services, the official distributor of this monitoring equipment. Mayor Mitchell asked if AB 617 also requires refinery monitoring and if there will be two different monitoring systems. Dr. Low stated that Rule 1180 is complementary to AB 617. Refineries are required to deploy their own fenceline monitoring systems and monitor specific pollutants per the rule. The systems are designed to be complementary in order to maximize resources. Mr. Nastri added that if the community has an AB 617 community reduction plan; it can impose a separate monitoring requirement upon the South Coast AQMD. The South Coast AQMD will be implementing the emission reductions through the rulemaking efforts and through incentive funds that are being provided in those communities.

Moved by Mitchell; seconded by Benoit, unanimously approved.

Ayes: Benoit, Burke, Cacciotti, Mitchell
Noes: None
Absent: None

- 10. Execute Contract for Elevator Modernization Project:** Assistant Deputy Executive Officer/Administrative and Human Resources John Olvera reported that this item is to execute a contract with Kone, Inc., for an amount not to exceed \$1.5 million for the upgrade and renovation of the elevators. This would include a five-year maintenance and service contract. Through the RFP process, Kone, Inc. received the highest technical score and proposed the lowest cost. The elevator modernization project will install advanced technology equipment in order to provide lower energy costs, shorter waiting times and improve quality. Funding for the contract and service agreement will come from the General Undesignated Fund Balance. Dr. Burke asked how many elevators are in the building. Mr. Olvera stated that there are five elevators; four passenger and one freight.

Moved by Mitchell; seconded by Cacciotti, unanimously approved.

Ayes: Benoit, Burke, Cacciotti, Mitchell
Noes: None
Absent: None

- 11. Approve Position Reclassifications; Adopt New Class Specification; Adopt Resolution Amending Salary Resolution:** Mr. Olvera reported that this item is for reclassification of several positions in the Legislative and Public Affairs office: Radiotelephone Operators, Supervising Radiotelephone Operators and two Air Quality Inspectors; Supervising Payroll Technician in Finance; and Risk Manager in Human Resources. Classification studies were done and it was determined that job responsibilities of these positions were better classified as being proposed. As part of this process, staff is also recommending the adoption of a new Payroll Supervisor classification and amending the Salary Resolution to add and delete classifications. The reclassification of 12 positions will result in an annual cost increase of approximately \$102,000 and sufficient funding exists in the FY 2019-20 Budget. Dr. Burke inquired about having only one environmental justice staff member for outreach in the four counties. Ms. Jill Whynot, Chief Operating Officer, responded that vacant positions can be looked at and we may be able to move positions for that purpose.

Moved by Cacciotti; seconded by Mitchell, unanimously approved.

Ayes: Benoit, Burke, Cacciotti, Mitchell
Noes: None
Absent: None

OTHER MATTERS:

12. Other Business:

None to report.

13. Public Comment Period:

There were no public comments.

14. Next Meeting Date

The next regular Administrative Committee meeting is scheduled for July 19, 2019 at 10:00 a.m.

Adjournment

The meeting adjourned at 10:32 a.m.